

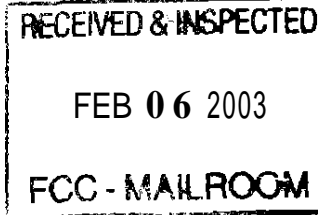
RIDGEWOOD PUBLIC SCHOOLS
Office of Management Information Systems
Education Center
49 Cottage Place
Ridgewood, New Jersey 07451

201.670.2609
201.670.2804 [Fax]
ccasey@ridgewood.k12.nj.us

Carole K. Casey
Acting Director

February 4, 2003

Federal Communications Commission
Office of the Secretary
9300 East Hampton Drive
Capitol Heights, MD 20743



CC Docket Nos. 96-45 and 97-21
Re: Request for Waiver

To Whom It May Concern:

It has come to our attention that Ridgewood Village School District (entity # 122842) has not received the funding awarded for the following applications:

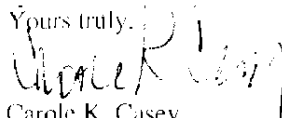
- Application form 471# 195194; FRN 419824 – Funding Year 3 (7/1/00-6/30/01)
- Application form 471# 188989; FRN 416348 – Funding Year 3 (7/1/00-6/30/01)
- Application form 471# 251708; FRN 646451 – Funding Year 4 (7/1/01-6/30/02)

Until his retirement on August 30, 2002, Dr. Richard Langheim, Executive Director of Management Information Systems, was solely responsible for filing our E rate applications. We only became aware of this oversight in the last week when we reviewed our E rate files. We determined that the necessary BEAR forms were never filed for these applications. The Schools and Libraries Division of the Universal Service Administrative Company also researched its database and confirmed this for us.

We are asking that you consider waiving the rules and allowing us the opportunity to complete the process so that we can receive the funds that we were awarded. Had we been aware of this oversight sooner, we would not have allowed this matter to go unresolved until now.

In addition, on March 3, 2003, Dr. Carlo Ritschl will assume the position of Director of Management Information Systems. Dr. Ritschl has been involved in the E rate process in his previous position, and we are confident that under his experienced guidance, this situation will not occur in the future.

Yours truly,


Carole K. Casey
Acting Director/MIS

Cc: Dr. Joseph Cappello